

ORD 0832-69

MEMORANDUM FOR: Director of Research and Development

THROUGH : Special Career Panel

SUBJECT 25X1A9a : Promotion Recommendation for

25X1A9a

1. It is recommended that [REDACTED] be promoted from GS-05, Step 2 to GS-06, Step 1. [REDACTED] is assigned to the staff of the Director of Research and Development and is responsible for the secretarial tasks of [REDACTED]

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2. This recommendation is made on the basis of observed performance of general secretarial duties and special performance of duties listed as follows:

a. Assistance in the planning cycle for quarterly actions consisting of accounting and collating of cheques for quarterly reviews, accounting format for Division liaison, prescreening liaison documentation of CIS print-outs with cheques and related accounting correspondence.

b. Assistance in the planning cycle for the Combined Program Call consisting of initial input organization, Directorate/Division liaison correspondence, format reconciliation and accounting, management support break-outs and control reconciliation as well as other on-going planning correspondence required to produce the five-year plan.

c. Related planning functions for BOB hearings and special budgeting or programming exercises, etc. requiring the CPC organizational structure for accounting purposes.

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d. General secretarial duties required by research and development activities such as preparation of technical reports and presentation material, preparation of seminar material as well as correspondence and liaison.

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3. [REDACTED] performance in the areas listed above has been highly satisfactory. Therefore, it is recommended that her promotion be approved.

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TA/PP/ORD

Attachment
Fitness Report

CONCUR:

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Deputy Director of Research and Development

19 Feb 69

Date

APPROVAL:

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Director of Research and Development

24 Feb 69

Date

Distribution:

O&1 - Addressee (to be forwarded to Admin/ORD)

1 - D/ORD File

1 - AO/ORD

① - Special Career Panel File

ORD: [REDACTED] :pjk/2652 (4 february 1969)

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